



United States
Department of
Agriculture

TO:

All FMD Cooperators

SUBJECT:

Use of Special Advance Payments

Farm and Foreign Agricultural Services

Foreign Agricultural Service

1400 Independence Ave, SW Stop 1042 Washington, DC 20250-1042

### **BACKGROUND:**

Historically, cooperators with foreign offices were required to include SAPRs as a deduction in their calculations when determining the appropriate level for a <u>revolving fund operating advance</u>. The level of the operating advance fluctuated over time based on these calculations. If warranted, cooperators could request an increase in their operating advance. In other cases, cooperators were required to reduce their operating advance and repay FAS.

### **POLICY:**

Due to the significantly low level of forward funding in the Cooperator program, FAS cannot authorize any increases in operating advances. As a means of addressing this issue, FAS will no longer require Cooperators to include SAPRs in the operating advance calculation. All Cooperators are eligible to submit SAPRs and encouraged to do so, when appropriate [ref. 7 CFR 1484.57 (a), (b)].

### **PROCESS:**

FAS has developed an automated process for Cooperators to submit special advance payment requests (SAPR). All SAPR <u>must</u> be liquidated within 90 days from the date of receipt and maintained in an interest-bearing account. On the 91<sup>st</sup> day, any unexpended portion of the advance must be returned to FAS in the form of a check made payable to CCC along with any interest earned during the 90-day period. FAS will not make special advance payments to any Cooperator where a special advance is outstanding from a prior year.

To request a SAPR, please follow the instructions provided below.

- (1) Create a reimbursement claim using the On-line Reimbursement Interface (<a href="http://www.fas.usda.gov/cooperators.html">http://www.fas.usda.gov/cooperators.html</a>). (For details on how to create an on-line reimbursement claim login to the On-line Reimbursement Interface. Click on the "Reimbursement Handbook" link located on the left side of the screen under the header "Quick Links".)
- (2) Select the activity, region/country, market country from the list boxes on the screen and enter the amount of your advance request in the "Enter the Amount" text box. Select the **SAPR** cost category from the Cost Category list box to identify the line item in the reimbursement claim as a special advance request. You may include other non-SAPR expense line items in the same reimbursement claim.

To offset (liquidate) the SAPR, please follow the instructions provided below.

- (1) Create a reimbursement as noted above and select the activity number of the SAPR that was requested in an earlier reimbursement claim along with the region/country, market country from the list boxes on the screen. Enter the amount you want to offset as a negative number using a minus sign in the "Enter the Amount" text box.
- (2) On the next line(s) select the SAPR activity information using the list boxes as noted above, AND indicate how the SAPR funds were actually spent by selecting one of the nine cost categories from the Cost Category list box on the screen. Enter the amount as a positive number in the "Enter the Amount" text box.
- (3) In the column labeled SAPR Offset, click the Toggle link to change the letter in the column to a "Y" to indicate the line item is an SAPR expense. The net sum of the negative offset amount and the actual SAPR expenses is zero. The SAPR line items will reduce your SAPR balance and prevent duplicate payment of the SAPR activity. (Note: If you enter an offset amount that is greater than your SAPR balance, the computerized accounting system will process as a regular expense the amount that is in excess of your SAPR balance.)

An alternate method you may use to enter expense line items including SAPR requests and SAPR expenses is to cut and paste the activity information as noted above from a spreadsheet and insert it into the data entry box located on the On-line Reimbursement screen. For examples of an SAPR request and expense line item see the attached document.

Please contact the Marketing Operations Staff (202 720-4327) regarding any technical issues with the SAPR.

DENISE HUTTENLOCKER

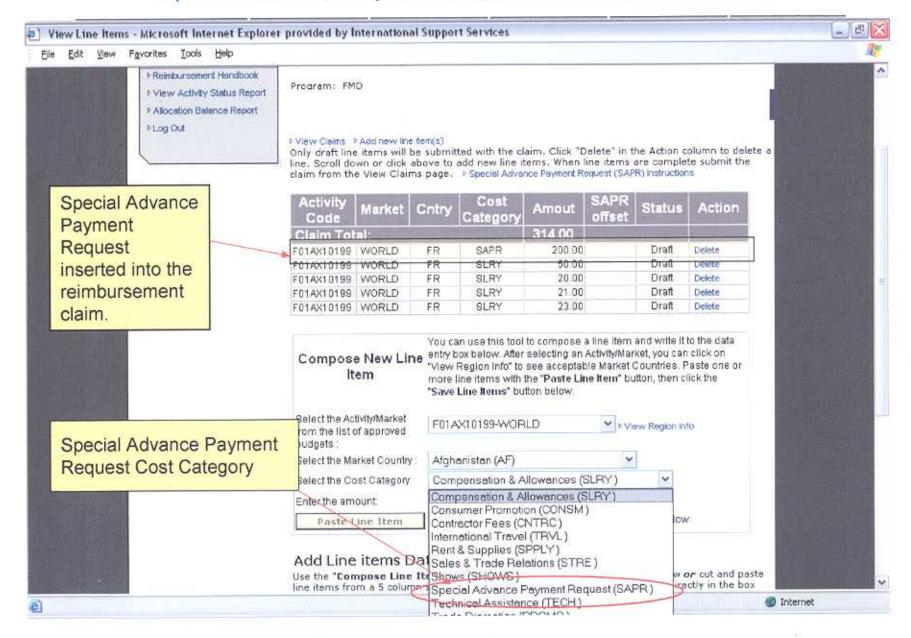
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Director

Marketing Operations Staff

Attachment

# Special Advance Payment Request Reimbursement Claim



## Special Advance Payment Offset Reimbursement Claim

